

3.2 FUNDING OF ANNUAL MEETING PARTICIPANTS

INTRODUCTION:

To ensure the most complete participation possible, one Delegate from each Member Board shall be able to attend the Annual Meeting with certain of the costs borne by the Association. Additionally, when financially feasible, the Association shall fund attendance of all ASWB committee and task force chairs and nominees for the ASWB Board of Directors who are no longer serving on a Member Board. Delegate costs shall be paid only if the jurisdiction has its dues paid at least 30 days before the Annual Meeting.

POLICY:

1. Reasonable costs of transportation, lodging and food shall be paid by the Association for one Delegate from each jurisdiction to attend the Annual Meeting. In order to qualify for funding, Member Boards must notify the Association office of intent to send a Delegate at least 30 days before the Annual Meeting.
2. Reasonable costs of transportation, lodging, and food may be paid by the Association for all ASWB committee and task force chairs to attend the Annual Meeting.
3. Reasonable costs of transportation, lodging, and food may be paid by the Association for any nominee for a position on the ASWB Board of Directors who is no longer serving on a Member Board to attend the Annual Meeting. Such nominee must meet all nomination qualifications set out in the ASWB Bylaws and be slated by the ASWB Nominating Committee.
4. The Annual Meeting shall be held pursuant to the ASWB Bylaws. The exact scheduling will be determined on the basis of availability of space and other considerations, again with the goal of minimizing costs.
5. Accommodations and meals shall be funded for only those days and hotel nights necessary for the participant to attend the sessions. Additional days or nights shall be at the participant's expense. In instances where travel cannot be scheduled to permit complete attendance, decisions on additional funded lodging and meals will be made by the Association on a case-by-case basis.
6. All travel arrangements should be booked 30 days prior to the trip, to take advantage of the lowest rates. To be sure arrangements are properly made and to keep track of costs, travel should be booked through a travel agency designated by the Association. Charges shall be made to a corporate account in the name of the Association. Options shall be air or rail travel at the lowest available cost, or reimbursement of automobile travel at the

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- federal government rate for mileage, up to the cost of the lowest round-trip airfare. Automobile travel must be cleared through the Association 30 days before the meeting in order to be reimbursable.
7. Mileage at the federal government reimbursement rate shall be paid to and from home and the airport or other mass transit point of departure. Parking expenses for the days of Association business trips shall be reimbursed. Receipts must accompany any request for reimbursement.
 8. The Association shall reimburse up to the standard cost for one piece of checked luggage per flight, accompanied by receipt.
 9. Travelers are expected to take the least expensive means of ground transportation to and from the airport. Receipts must accompany any request for reimbursement. The Association may provide up to three meals each day. In the event that only some meals are provided, reimbursement shall be made for meals up to the following amounts: breakfast, \$20; lunch, \$20; and dinner, \$50. (All amounts are in U.S. dollars.) Minibar and bar charges and other incidentals must be paid for by the individual. These charges are not billable to the Association. Receipts must accompany all requests for reimbursement.
 10. Reasonable gratuities for luggage service, transportation providers, food servers, etc., are reimbursable when itemized.
 11. The Association shall not reimburse or directly pay individuals for any special activities that may take place during a meeting, such as sightseeing tours.
 12. If Internet access charges are made by the hotel, they shall be reimbursed.
 13. Additional persons sharing the Delegate's room shall be the responsibility of the Delegate, and any costs incurred by these additional persons shall be borne by the Delegate according to Association policies on travel arrangements and expenses (Policy 3.5).
 14. Meals purchased during travel to and from the Annual Meeting shall be reimbursed by the Association up to \$90 per day. (See Policy 8, above, for meal reimbursement amounts.) Receipts must accompany all requests for reimbursement.
 15. All requests for reimbursement must be accompanied by an ASWB Request for Reimbursement of Travel Expenses form and submitted within 30 days of the closing of the Annual Meeting. Receipts for eligible expenses must be provided, or the expenses will not be reimbursed.

Confirmed by the Executive Committee April 1995; revised by the Board of Directors September 1998, February 2000, September 2003, February 2007, August 2007, October 2009, August 2012, May 2014.